

**JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME RECREATION STAFF ASSISTANT**

1. JOB TITLE: RECREATION STAFF ASSISTANT

2. DEFINITION: The Recreation Staff Assistant assists staff in conducting recreation programs throughout the city including athletics, special events, and programming. The Recreation Staff Assistant is responsible to the assigned supervisor. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to blood-borne pathogens, and as Non-Safety Sensitive; the employee will be subject to post-accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates telephones, copy machines and other modern office equipment. The employee also operates hand tools such as saws and hammers, kitchen equipment such as knives, microwave ovens, stoves and fryers, concession equipment such as popcorn machines, snow cone machines and cotton candy machines, and audio/visual equipment.
- b. The employee works both indoors and outdoors at a variety of recreational facilities throughout the City and Middle Tennessee including but not limited to community centers, parks and theaters.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists staff by participating in and executing special events, athletic events, and programs throughout the city.
- b. Supervises participants and enforces departmental rules and regulations for the safety and welfare of the staff and participants.
- c. Assists in keeping accurate records of attendance, inventory and maintenance.
- d. Performs general office duties.
- e. Complies with departmental rules, including rules on attire.
- f. Assists in keeping the facility, equipment, and supplies neat, orderly and clean.
- g. Stands, walks, bends, climbs stairs, stoops, lifts and carries recreational supplies and equipment.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Maintains and operates audio and visual equipment as required.
- b. Operates concession equipment, takes monies and gives correct change.
- c. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be eighteen years of age.

- b. Must have legal authorization to work in the United States.
- c. Graduation from an accredited high school or equivalent.
- d. Educational background or experience in recreation or like field.
- e. Ability to participate in and supervise all phases of a recreational program for all ages of the community in a recreational setting.
- f. Ability to follow oral and written instructions.
- g. Ability to establish and maintain an effective working relationship with the public and other employees.
- h. Ability to report to work on time and notify the appropriate individual in advance if unable to work.
- i. Ability to work flexible hours with some holiday and weekend work required.
- j. Ability to perform a variety of tasks simultaneously or in rapid succession.
- k. Ability to concentrate and accomplish tasks despite interruptions.
- l. Ability to enter and exit a school bus.
- m. Should have basic knowledge of and the ability to use and/or play with and direct activities using recreational equipment such as bats, balls, games, cards, frisbees, scissors, glue, etc.
- n. Knowledge of and the ability to count money and make accurate change.

Non-Safety Sensitive
Non-Exempt
5/1/02